

# Maury Service Authority

## Minutes of the Board Meeting

Tuesday October 24, 2017

The regular monthly meeting of the Maury Service Authority Board of Directors was held in the board room of the Water Treatment Plant. In attendance were Chairman Capt. Ned Riester, Board members Mr. John Higgins; Mr. George Graves and Mr. Jimmy Carter, and Mr. JD Goad. Also in attendance was Jerry Higgins, MSA Ex. Director; Mr. Mike Kennedy, Director of Public Works, City of Lexington; Mr. Jeff Martone, Lexington City Engineer; Mrs. Melissa Alexander, Executive Director, Rockbridge Co. PSA; Mr. Jordan Combs, Engineer; Mrs. Christina Shea, MSA Administrative Secretary.

### Regular Monthly Board Meeting

Chairman Capt. Ned Riester called the regular meeting to order at 5:00pm.

1. Approval of Minutes: Mr. Goad made the motion to approve the minutes of the September 26 Board Meeting. Mr. Carter seconded the motion. The motion passed.
2. Financial Report: Jerry Higgins pointed out that the Agenda Package includes the Bank Accounts Balance Sheet and the I&I Revenue Sharing Program balance. All in attendance were provided with a copy of the monthly water and wastewater budget evaluations. He noted that on the water side, with three months into the budget year so far, no changes to the estimated year end revenues or expenses are noted except for the adjustment to the Audit expense. We were just notified a few weeks ago that the cost of the audit was increasing due to the fact that this is the first year MSA is handling all of the finances by itself. For wastewater the budget evaluation shows that with three months into the budget year the revenues need to be adjusted since we have not treated as much wastewater as projected. It has been a dry summer and the City continues to make progress in limiting infiltration and inflow into the sewer system. The expenses appear to be on-track except for the Audit expense mentioned above.

Jerry explained that he and Christina continue to work to make Quickbooks accurate and up-to-date. He asked for authorization to hire a bookkeeper to help he and

Christina learn Quickbooks and get the financial information into the software more efficiently. He would use the bookkeeper for a half day one or two days a week at first. As the bookkeeping becomes more efficient he will use the bookkeeper less and less. The Board agreed that this was a reasonable idea. Mr. Carter made the motion to allow for the bookkeeper to help the staff. Mr. Higgins seconded, motion passed. Mr. Higgins mentioned that Dabney Lancaster CC may have someone who would be interested in helping and Mike Kennedy offered to provide the contact information for an employment agency in Lexington that may be able to help.

3. Water Plant Production and Operation: the Board package includes a water plant report from Roger DeBerry, Water Plant Supt.. Jerry mentioned that, this time of year, the leaves in the water are difficult to deal with. The leaves will stop up the screen and restrict water going to the raw water pumps. After some in-house discussions the staff is constructing a water spray manifold that will help wash the leaves off of the screen.
4. Wastewater Plant Operation: Rick Allen, Wastewater Plant Supt. submitted his monthly report which was included in the Board Packet. One operator who has been on sick leave for seven months continues to encounter problems with coming back to work.
  - A. Jerry noted that the work on the controls at the wastewater pump station is ongoing. There have been two meetings with the contractor since the last Board meeting and things seem to be on track toward finishing the pump control modifications in January.
  - B. As has been discussed previously, William Johnson Engineers were asked to develop an SOP for the digesters at the wastewater plant. Two meetings with the wastewater staff have been very productive and we are well on our way to developing the SOP.
5. Rockbridge County PSA Issues: None
6. City of Lexington Issues:
  1. Mike Kennedy introduced Jeff Martone who will be the interim Public Works Director when Mike retires the last day of this month.
  2. The next phase of the I&I work the City is undertaking is in the Enfield area where the worst problems have been found. He recommended that Jerry review the numbers in the I&I Revenue Sharing Table. There seems to be a minor mistake regarding the \$75K "committed".
  3. The City is scheduled to go into the next design phase for improvements to the sewer system in the near future.

7. Unfinished Business:

Action Items: Jerry reviewed the action items list and said that the MSA's lawyer for financing has agreed to put together a schedule for the public hearings needed in order to arrange for the financing of the Houston St. Water Line Project. We will proceed under the old rules that require that we amend our Articles of Incorporation, inserting all of the information regarding financing of the project. If by chance the Participation Agreement does get signed in the near future we will change gears and proceed that way instead.

Jerry indicated that each Board member has a copy of the draft MSA FOIA Policy. Essentially, the City of Lexington Policy was changed to refer to MSA. The Board agreed to review the draft and possibly vote on it at the next Board meeting.

8. New Business:

Jerry explained that the water plant discharge (production waste) is presently discharged to the river under a "General Permit" issued by DEQ for all water treatment plants in the Commonwealth. About a year ago our discharge showed a minor amount of toxicity which we have determined to be caused by a small amount of chlorine left in the discharge water. DEQ has required MSA to do additional testing and install a dechlorination unit in order to avoid getting an individual permit for our plant. As long as progress continues to show good results MSA will be able to avoid the bureaucratic mess that will otherwise confront MSA.

Two staff members of the Landfill organization visited the wastewater plant last week. They expect to begin hauling leachate to the plant within a week or two. We reviewed the discharge process at the wastewater plant and it appears that this new discharge to the plant will go smoothly.

Jerry mentioned that the Auditors were here last Friday and things seemed to go well. There are a few financial related procedures that they will recommend we put in writing.

Jerry requested that the Board authorize him to hire a consultant to study our existing SCADA system. With that study the engineers will be able to put together an RFP to upgrade our SCADA system. After some discussion Mr. Carter made the motion to authorize Jerry to spend up to \$10,000 for the SCADA study. Mr. Goad seconded. Motion passed. Mr. Higgins asked Jerry to get something in writing from the Auditor regarding identifying expenses like this one coming from the Asset R&R fund.

9. Other Business: Public Comment Session : None

10. Closed Session: N/A

11. Next MSA Board meeting: December 5, 2017

12. Meeting adjourned 5:54 pm.

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Chairman

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Executive Director